



# Ollscoil Mhá Nuad Maynooth University

## School of Nursing Executive Assistant (Permanent)

### The Role

Maynooth University is committed to a strategy in which the primary University goals of excellent research and scholarship and outstanding education are interlinked and equally valued.

Maynooth University is introducing a new undergraduate General Nursing programme, drawing on international best practices. This programme will be distinctive in several ways, providing a unique and enriching experience for students, and contributing to a better healthcare future for the region. We are committed to widening participation and fostering diversity in nursing education. Our nursing programme will equip students with essential nursing skills and integrate content on future-focused healthcare, including digital health, preparing our graduates to excel in a rapidly evolving healthcare landscape.

We are seeking an applicant with outstanding administrative skills to join our staff as Executive Assistant. The successful candidate will join an administration team and work closely with the team members to support the school. In addition, the successful candidate must be able to work well with others as the position involves a significant amount of interaction with students and with academic and administrative colleagues across the School and University, and key stakeholders outside of Maynooth.

This position offers an excellent opportunity for talented individuals to contribute in a growing school. The position affords both the autonomy to develop skills and potential, and a friendly and co-operative working environment..

### Principal Duties

#### Administrative and other duties:

This will include:

- Offering a comprehensive service to the School of Nursing, efficiently addressing a wide range of queries from staff, students and other stakeholders.



- Assisting in the running of the day-to-day functions of the Administration Office including data entry, checking/matching data to ensure accurate records are maintained, occasionally under tight timescales;
- Preparing and distributing confidential documents including exam papers, on behalf of the School;
- Assisting with the operational development and administration of timetables;
- Processing of examination results as required and supporting relevant academic staff in the examination functions as needed;
- Assisting in developing and maintaining spreadsheets and databases to produce management information that is accurate, reliable and available for decision-making within the School;
- Working extensively with existing students, in terms of communicating with students, pastoral care, and directing students to appropriate services, and other operational and student support duties that may arise in the academic year;
- Coordinating schedules and appointments for the Allocations Officer.
- Engaging with the implemented allocations software system and maintaining accurate student records.
- Supporting interaction between academic staff and university systems as appropriate;
- Working in a collegial manner to build and maintain effective working relationships with colleagues across the university;
- Other duties that may be assigned from time to time.

**The ideal candidate will have:**

**Essential**

- Relevant third level qualification, preferably to Primary degree level **or** equivalent professional experience (i.e., a minimum of 3 years relevant administrative experience, preferably in the educational sector);
- A demonstrated commitment and willingness to working collegially in a team environment to contribute to the team's overall objectives.
- Proven ability to work on own initiative, to manage several issues simultaneously, to meet strict deadlines and to manage the competing priorities which may be set by others;
- Excellent communication skills, both verbal and written
- An ability and an aptitude to follow procedure and willingness to learn new skills and work flexibly on different tasks;
- Excellent and proven IT skills, including experience of working accurately with databases and IT systems;
- A willingness to engage in continuous professional development and to share skills with others to enhance the service;
- Professional discretion, and an ability to communicate effectively, in person and in writing;
- Experience of prioritising competing tasks and working accurately in a deadline-driven environment as a productive team member.
- A proven excellent level of attention to detail in both written and numerical work;
- Experience of data verification and analysis, with an awareness of the issues around data protection and GDPR.

**Desirable**

- Excellent digital literacy.
- Experience of working with allocations or similar software.
- Experience of GDPR, Health and Safety.



## Faculty and Research Institutes

The Faculty of Science and Engineering comprises the Departments of Biology, Chemistry, Computer Science, Electronic Engineering, Mathematics and Statistics, Physics, Psychology, Sport Science and Nutrition, and the School of Nursing. The role of the Faculty is to co-ordinate the academic activities of individual departments, to oversee the strategic development of departments and to support interdepartmental programmes. The University has also developed a number of interdisciplinary institutes to support excellent research and to build research capacity across disciplines.

Research within the Faculty is driven by a commitment to innovation and excellence, supported by dedicated Institutes and Research Centres that promote collaboration across the various scientific disciplines and engineering fields within the Faculty. These efforts ensure that our work has a lasting impact both within academia and the wider world.

The Kathleen Lonsdale Institute for Human Health Research addresses the 21st-century challenges of chronic illness, emerging diseases, and persistent global infections. Our research teams collaborate with international academics, healthcare providers, and industry to explore human health at the molecular and cellular levels, discovering innovative treatments and translating these discoveries into new medicines, procedures, and policies.

The Maynooth University Arts and Humanities Institute (AHI) serves as the research hub of the Faculty of Arts and Humanities. As Maynooth's flagship institute for groundbreaking, interdisciplinary research, AHI is dedicated to advancing scholarship within the Faculty and sharing the richness of Maynooth University's humanities research with the world. The institute also hosts a medical humanities research cluster, which explores the intersection of medicine, health, and the humanities, further enriching the scope and impact of its research endeavours.

## The School of Nursing

The School of Nursing's seeks to cultivate compassionate, caring, competent, and innovative nurses who will shape the future of healthcare. This will be achieved by implementing a cutting-edge curriculum that actively promotes caring and compassion, combines scientific rigor with empathy, fosters inclusive pathways for diverse learners, promotes clinical excellence through community-based placements and research-driven practice, and supports staff development to inspire the next generation of nursing professionals. The B.Sc. (Hons) in General Nursing will be the first undergraduate programme offered by the School but this will be complimented by special purpose awards, developing Master's offerings and a PhD programme which is expected to commence in 2026.

## The University

Maynooth University is a very distinctive university, a collegial institution focused on science and engineering, humanities, and social sciences, and equally committed to research, teaching and community engagement. Located in Ireland's only university town, its distinctive features and character owe much to its unique history and heritage. It provides a high-quality educational experience to over 15,000 students on a campus with 18<sup>th</sup> century roots and 21<sup>st</sup> century dynamism.

The strategic trajectory and accomplishments of Maynooth University, in the 25 years since its establishment as an autonomous public university, are exceptional, and a source of great pride to the university community, staff, students and alumni. Maynooth University in 2024 ranked in the top 90 global Times Higher Education (THE) Young University rankings, placing 86th in the world. Maynooth University's growing global reputation is based on the originality, quality, importance and impact of its research and scholarship, commitment to teaching and learning, the quality of academic programmes, and its leadership in widening participation in higher education. The sources of success are the dedication of its staff and the energy and engagement of its students.



Maynooth University is a place of lively contrasts – a modern institution, dynamic, rapidly-growing, research-led and engaged, yet grounded in historic academic strengths and scholarly traditions. With over 15,000 students Maynooth offers a range of programmes at undergraduate, postgraduate and doctoral level in the humanities, science and engineering and social sciences, including business, law and education. The University also offers a range of international programmes and partnerships.

Maynooth's unique collegial culture fosters an interdisciplinary approach to research, which its world-class academics bring to bear in tackling some of the most fundamental challenges facing society today. The University's research institutes and centres consolidate and deliver this impact as vibrant communities of learning, discovery and creation. Research at Maynooth also is very much central to its teaching and the University prides itself on placing equal value on its research and teaching missions.

### **Maynooth University's Values**

Our values define who we are, what we believe in and how we act as a community. They underpin our future success and guide our expectations of ourselves and each other. Our values apply to everyone in the University community:

- Integrity
- Collegiality
- Responsibility
- Freedom of expression
- Ambition

### **Maynooth University Strategic Plan 2023 – 2028**

The University's Strategic Plan 2023 - 2028 builds on our rich academic history and strong foundations to set out an ambitious and forward-looking path for the future of our University. This roadmap underscores our commitment to adapt to a changing world while staying true to our values.

Our vision is to be a university of excellence, opportunity and impact, having a significant stake in all three.

**For more information about Maynooth University's future direction, please visit:**

**<https://strategy.maynoothuniversity.ie/>**

### **Plean Straitéiseach Ollscoil Mhá Nuad 2023 - 2028**

Tógann Plean Straitéiseach na hOllscoile 2023 - 2028 ar ár stair acadúil shaibhir agus ar ár mbunchlocha láidre chun conair uailmhianach agus cheannródaíoch a leagadh amach do thodhchaí ár nOllscoile. Soiléiríonn an treochlár seo ár dtiomantas do dhul i dtaithí ar dhomhan atá ag síorathrú agus ár ngníomhaíochtaí a chur in oiriúint dó, agus san am céanna a bheith dílis dár luachanna Ollscoile. Is í an fhís atá againn a bheith mar ollscoil feabhais, deiseanna agus tionchair, agus lámh láidir a bheith againn i ngach ceann de na trí ghné seo.

**Léigh anseo le haghaidh breis eolais faoi thodhchaí Ollscoil Mhá Nuad:**  
**<https://strategy.maynoothuniversity.ie/?lang=ga>**

### **Selection and Appointment**

- Only shortlisted candidates will be invited to attend for interview;
- Appointments will be approved by the President based on the report of the selection board;
- It is anticipated that interviews will be held in June.
- The appointment is expected to be effective from early to mid August.



## Equality and Diversity

Maynooth University actively works to ensure equality, celebrate the diversity of our community, and promote inclusion. To learn more about our commitment to Equality and Diversity, please read the Maynooth University [Equality and Diversity Policy](#) / [Polasaí Comhionannais agus Éagsúlachta](#), our policy on the [Employment of People with Disabilities](#), and our [Gender Equality Action Plan 2023-2026](#). We aim to reflect the diversity of the community we serve and welcome applications from all individuals across our society.

## Terms and Conditions

<b>Tenure</b>	This a full-time permanent post.
<b>Salary</b>	Executive Assistant: €31,713 – €47,950 p.a. (13 points)  Appointments will be made in accordance with public sector pay provisions.
<b>Hours of work</b>	A 35-hour working week is in operation in respect of full-time positions (pro-rated for part-time positions).  This can be reviewed or adjusted from time to time through national agreements.
<b>Location</b>	The place of work is the campus of Maynooth University, Maynooth, Co. Kildare.
<b>Annual Leave</b>	Annual leave and public holidays are provided for in the University policy: <a href="https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy">https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy</a>  Annual leave will be allocated on a pro-rata basis for part-time and temporary positions.
<b>University policies and schemes</b>	Employees of the University will be subject to the terms of the University policies and schemes, available on the University website at:  <a href="https://www.maynoothuniversity.ie/university-policies">https://www.maynoothuniversity.ie/university-policies</a>  <a href="https://www.maynoothuniversity.ie/human-resources/policies">https://www.maynoothuniversity.ie/human-resources/policies</a>
<b>Pension</b>	This is a pensionable post. Employees of the University will enter into a public sector pension scheme, and as such, applicants must ensure they are eligible to become a member of a public sector pension scheme for the duration of the appointment. Details of the public sector pension schemes are available at: <a href="https://www.maynoothuniversity.ie/human-resources/pension-information">https://www.maynoothuniversity.ie/human-resources/pension-information</a>
<b>Eligibility</b>	Applicants should note that eligibility is determined by the Department of Enterprise, Trade and Employment. Further information regarding eligibility is available at: <a href="https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/">https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/</a>  Non-EEA applicants are responsible for ensuring they can secure a visa to travel to Ireland. Any offer of employment is conditional on applicants securing the appropriate employment permissions.



	<p><b>Former Irish Public Service employees - Certain Restrictions on Eligibility</b></p> <p>Eligibility of applicants formerly employed by an Irish Public Sector body, and who availed of an Irish Public Service Redundancy or Incentivised Retirement Scheme under the Schemes below, may be affected:</p> <ul style="list-style-type: none"> <li>• Collective Agreement: Redundancy Payments to Public Servants</li> <li>• Incentivised Scheme for Early Retirement (ISER)</li> <li>• Department of Health and Children Circular (7/2010)</li> <li>• Department of Environment, Community &amp; Local Government (Circular Letter LG(P) 06/2013)</li> </ul> <p>Applicants should ensure that they are eligible to be re-engaged in the Irish Public Service under the terms of such Schemes. Applicants should address queries with their former Irish Public Sector employer.</p>
<b>Garda vetting</b>	Garda vetting or clearance may be required by the University.
<b>Medical</b>	The University may require a medical examination as a condition of employment.

## Data Protection Law

Applications to the University will be treated in accordance with the University Data Protection Policies. For information on the University's Data Protection Policies and Privacy Notice, please see our website: <https://www.maynoothuniversity.ie/data-protection>

## Application Procedure

### Closing Date:

23:30hrs (local Irish time) on **Wednesday the 7<sup>th</sup> of May 2025**.

Please note all applications must be made via our **Online Recruitment Portal** at the following link:

<https://www.maynoothuniversity.ie/human-resources/vacancies>

Applications must be submitted by the closing date and time specified above. Any applications which are still in progress at the closing time on the specified closing date will be cancelled automatically by the system.

Late applications will not be accepted.

**Maynooth University is an equal opportunities employer**

**The position is subject to the Statutes of the University**

